

1. Introduction

The Georgia Healthy Collections Initiative Survey is an important opportunity for cultural institutions in Georgia to identify their collections care needs and to help decision-makers and funders shape future statewide activities to meet these needs.

WHY PARTICIPATE?

- o We hope to apply for implementation grants in future to assist Georgia cultural institutions in meeting their preservation needs. The best way to guarantee that your needs are represented is to complete the questionnaire.
- o You will see your preservation needs in the context of those of your peers in a form that you can use as a tool for raising institutional awareness and promoting long-range planning for the care of collections.
- o Your participation will show your support for IMLS and other federal agencies that are working on your behalf to meet preservation needs nationwide.

WHO SHOULD PARTICIPATE?

- o Any institution holding permanent cultural collections that are not replaceable should participate. Complete the questionnaire for collections that are a permanent part of your holdings or for which you have accepted preservation responsibility.
- o Do not include living collections in your responses, even if they are a part of your institution's preservation responsibilities.
- o If you do not have a parent institution, include information on all collections at your institution.
- o You may have a parent institution, sometimes with intermediate collecting entities in-between. Before filling out the survey, **DECIDE WHAT CONSTITUTES THE "INSTITUTION"** (e.g., the collecting entity) **FOR THE PURPOSES OF THIS SURVEY**. Make whatever decision seems appropriate, and then fill out the survey consistently, **FOR THAT INSTITUTION ONLY**. In general, distinct collecting entities should be considered separate institutions in this survey, particularly if they are housed in separate buildings.
- o **EXAMPLE 1:** The "institution" might be the Walter J. Brown Media Archives, which is part of the Walter J. Brown Media Archives and Peabody Awards Collection, which is in turn part of the University of Georgia Libraries, whose parent institution is the University of Georgia. Alternatively, the Walter J. Brown Media Archives and Peabody Awards Collection could be reported as a single "institution" for the purposes of the survey if they were housed in the same building or if they had many common issues.
- o **EXAMPLE 2:** The Georgia Division of Archives and History is the parent institution to both the Georgia Archives and the Georgia Capitol Museum; these two collecting entities would each fill out a separate survey.

HOW TO COMPLETE THE SURVEY

- o You must complete the survey in one session; you cannot save your answers and return later. If you exit the survey before finishing, your survey will be incomplete. Please print the survey in PDF format and do any necessary research **BEFORE** you begin.
- o To complete the survey, click on the appropriate box or type the requested information in the space provided.
- o We estimate that it should take you about 30 minutes to complete the survey.
- o For questions that ask for a number or dollar amount, please provide your best estimate. Remember, these figures will constitute a state profile, so even a rough estimate is useful.
- o Do not leave questions blank. Some questions are required, and you will be prompted to respond if you do not answer them. If there are questions that you cannot answer, select "Don't Know" if this option is available. If there are questions that are not applicable to your institution, select "Not Applicable" if that choice is available.

CONFIDENTIALITY

We will keep your individual responses completely confidential. Only the aggregate data will be reported; your

individual responses will never be published or identified.

2. Institutional Information

Contact information for the institution.

1. Provide the following identifying information about your institution. Before beginning the survey, we ask that you decide what collecting entity will be considered the "institution" for the purposes of this survey. This may be a single institution, or there might be two or more collecting entities within a parent institution, each of which would fill out a separate survey (for example, a library and a museum within the same university. See the Instructions for additional guidance.

Institution Name:

Address:

Address 2:

City/Town:

State:

ZIP/Postal Code:

Institutional Email Address:

Phone Number:

2. Name of parent institution, if applicable:

3. Does your institution have a Web site?

☐ Yes

☐ No

4. If yes, what is the Web site address?

3. Description of Collecting or Holding Institution

5. For purposes of comparing you with your peers, which of the following most closely describes your primary function or service? (select one)

- ☐ Archives
- ☐ Public library special collection (e.g., genealogy, local history room)
- ☐ Academic library special collection
- ☐ Academic library
- ☐ Independent research library
- ☐ Special library
- ☐ Historical society
- ☐ Historic house/site
- ☐ History museum
- ☐ Art museum (including art gallery, art center, or arts organization)
- ☐ Children's/youth museum
- ☐ Natural history museum
- ☐ Science/technology museum
- ☐ General museum (collection represents 2 or more disciplines)
- ☐ Archaeological repository or research collection
- ☐ Agency or university department with scientific specimen/artifact collection
- ☐ Arboretum or botanical garden
- ☐ Aquarium
- ☐ Nature Center
- ☐ Planetarium
- ☐ Zoo
- ☐ Other (please specify)

6. Which additional functions or services do you provide? (select all that apply)

- ☐ Archives
- ☐ Library
- ☐ Historical society
- ☐ Historic house/site
- ☐ Museum (including art gallery, art center, or arts organization)
- ☐ Archaeological repository or research collection
- ☐ Agency or university department with scientific specimen/artifact collection
- ☐ Aquarium, Zoo, Arboretum, Botanical garden, Nature center, or Planetarium
- ☐ None
- ☐ Other (please specify)

7. Which of the following most closely describes your institution's governance?
(select one)

- ☐ Private college, university, or other academic entity
- ☐ Public college, university, or other academic entity/Board of Regents
- ☐ Non-profit, non-governmental organization or foundation
- ☐ Corporate or for-profit organization
- ☐ Federal
- ☐ State
- ☐ Local (county or municipal)
- ☐ Tribal

8. Does your institution have internet access?

- ☒ Yes
- ☐ No

9. How many staff are currently employed in your institution? Include all staff, not just those for preservation. Do not express in full-time equivalents (FTEs).

[illegible]

10. How many visitors or users did your institution serve last year? Choose "N/A" if you had no visitors or users in a category; choose "Don't track" if you do not keep such records.

	N/A	Don't track	1-50	51-100	101-500	501-1000	1001-3000	3001-5000	>5000
On-site	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Off-site inquiries (e.g., reference questions via email, phone)	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Off-site programs (e.g., traveling exhibitions, bookmobiles, educational programs)	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>

11. How much traffic did your institution's Web site receive last year? Choose "N/A" if your institution does not have a Web site; choose "Don't track" if you do not maintain records of Web site traffic.

	N/A	Don't track	1-1000	1001-10,000	10,001-100,000	100,001-500,000	500,001-1 million	>1 million
Number of unique visitors to Web site	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Number of page hits on Web site	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>	<input type="text" value="jn"/>

12. Does your institution hold collections of the following types?

	Yes	No
Books and Bound Volumes (monographs, serials, newspapers, scrapbooks, albums, pamphlets)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Analog Moving Image Collections (motion picture film, videotape)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Digital Moving Image Collections (laser disc, CD, DVD, minidisk)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Analog Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Digital Recorded Sound Collections (DAT, CD, DVD, MP3)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Digital Data Collections (floppy discs, CD-R, DVD-R, data tape, online collections)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Art Objects (paintings, prints, drawings, sculpture, decorative arts)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Historic and Ethnographic Objects (textiles, ceramics, glass, ethnographic artifacts, metalwork, furniture, domestic artifacts, technological and agricultural artifacts, medical and scientific artifacts, transportation vehicles)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Archaeological Collections	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Natural Science Non-Living Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)	<input type="text" value="jn"/>	<input type="text" value="jn"/>
Historic Structures	<input type="text" value="jn"/>	<input type="text" value="jn"/>

13. Have your collections been cataloged (e.g., is there a research tool or finding aid that provides intellectual control over each collection through entries that may contain descriptive detail, including physical description, provenance, history, accession information, etc.)? (select one)

- No catalog
- Some collections cataloged
- Most, but not all, collections cataloged
- Complete catalog

14. Is your collection's CATALOG available electronically for staff and/or public use (for example, through a database such as Access, File Maker Pro, Archon, Archivist's Toolkit, Past Perfect, Voyager, PINES)? (select one)

☐ Yes, all catalog records are available electronically

☐ Yes, most catalog records are available electronically

☐ Yes, some catalog records are available electronically

☐ No

☐ Not applicable

15. Do you provide online access to the CONTENT of any of your collection holdings (e.g., online exhibition, interactive resources, digital art, digitally scanned photographs, documents, books, and other artifacts)? (select one)

☐ Yes

☐ No, but will have access within the next year

☐ No

☐ Don't know

4. Preservation Management

16. How does your institution's mission statement reflect preservation activities in your institution? (select the answer that best applies)

☐ No written mission statement

☐ The written mission statement does not include preservation, but there is a general awareness of preservation issues and/or a few basic preservation activities are undertaken

☐ The written mission statement includes preservation, and various preservation activities are undertaken regularly as part of collections care

☐ The written mission statement includes preservation, and a wide range of preservation activities are carried out systematically

17. What preservation assessment and planning activities have been undertaken by your institution? (select the answer that best applies)

☐ None

☐ General awareness of preservation needs, but no formal planning

☐ A formal preservation assessment of the entire institution has been conducted within the past five years (e.g., an assessment based on visual inspection of the collections and the areas where they are exhibited or held)

☐ A formal preservation planning survey of the entire institution has been conducted within the past five years, and actions have been taken to implement its recommendations

18. Which of the following most closely describes your staffing for preservation/conservation? (select the answer that best applies)

☐ No staff person has responsibility for preservation activities

☐ Preservation responsibilities are assigned to various staff as needed, and/or conservation/preservation services are occasionally obtained through external provider(s)

☐ Preservation responsibilities are assigned to specific staff members and conservation/preservation services are periodically obtained through external provider(s)

☐ Preservation or conservation responsibilities are assigned/stated in job descriptions for specific staff members, and conservation/preservation services are regularly obtained through external provider(s)

19. Indicate the internal staff who perform conservation/preservation activities (e.g., the total amount of staff time spent on conservation/preservation in full-time equivalents).

Conservation/preservation activities may include some or all of the following: emergency planning, environmental monitoring/control, preservation planning, integrated pest management, light control, rehousing collections, reformatting paper collections, maintaining security, conservation treatment of collections, and preservation of AV or digital collections.

Please select an estimate from the ranges provided. If the number of FTE falls between possible responses, round to the nearest whole number. Include all workers who perform conservation/preservation activities whether full-time, part-time, seasonal, work study, interns, etc.

☐ 0 FTE

☐ Between 0 and 1 FTE

☐ 1-2 FTE

☐ 3-5 FTE

☐ 6-10 FTE

☐ More than 10 FTE

☐ Don't know

5. Environment

20. How does your institution use environmental controls to meet temperature and relative humidity (RH) specifications for the preservation of your collection? (select the answer that best applies for the area in which the majority of your collection is stored)

☐ No heating (or winter heating only), with no cooling or RH control

☐ Winter heating with some summer cooling and/or RH control (e.g., individual room air conditioners, stand alone dehumidifiers/humidifiers)

☐ Standard HVAC (heating, ventilating and air-conditioning) system, with occasional additional RH control as needed (e.g., stand-alone dehumidifiers/humidifiers)

☐ Specialized HVAC system designed to provide both dehumidification in summer and humidification in winter

21. Does your environmental control equipment operate at the same settings 24 hours a day, 7 days a week? (select the answer that best applies for the area in which the majority of your collection is stored)

☐ There is no environmental control, or there is winter heating only (which may be turned off at night)

☐ Temperature control settings are altered frequently for human comfort and/or energy savings, AND/OR heat/air conditioning is turned off at night; RH control equipment may be run as needed

☐ Standard HVAC equipment operates 24 hours, 7 days a week, but settings may be altered occasionally; RH control equipment is run as needed

☐ Specialized HVAC equipment operates 24 hours, 7 days a week, and settings remain constant

22. Does your institution monitor temperature and RH? (select the answer that best applies to the area in which the majority of your collection is stored)

☐ No

☐ Yes, we spot-check environmental conditions (temperature and/or RH) occasionally using a portable instrument (e.g., thermometer, hygrometer, combination thermometer/hygrometer, Min/max thermohygrometer)

☐ Yes, we record temperature and RH readings regularly using a portable spot-check instrument or a continuous recording instrument (e.g., hygrothermograph, datalogger)

☐ Yes, we record temperature and RH readings regularly using a portable spot-check instrument or a continuous recording instrument, AND we analyze these readings and modify conditions as needed

23. How does your institution control light exposure (visible and/or ultraviolet) in collection STORAGE areas? (select the answer that best applies)

Light-saving controls minimize exposure of collections to visible light (shades, blinds, limiting exhibition time, timed lights, covers for exhibit cases, etc.). UV-filtering products protect collections from damage from ultraviolet light (sleeves for fluorescent bulbs, low-UV fluorescent bulbs, UV-filtering film or glass for windows, etc.).

- ☐ No control of light exposure
- ☐ Use of light-saving controls and/or UV-filtering products in some storage areas
- ☐ Use of light-saving controls and/or UV-filtering products in most storage areas
- ☐ Use of light-saving controls and/or UV-filtering products in all storage areas

24. How does your institution control light exposure (visible and/or ultraviolet) in exhibition/use areas? (select the answer that best applies for the areas in which the majority of your collection is exhibited or used)

Light-saving controls minimize exposure of collections to visible light (shades, blinds, limiting exhibition time, timed lights, covers for exhibit cases, etc.). UV-filtering products protect collections from damage from ultraviolet light (sleeves for fluorescent bulbs, low-UV fluorescent bulbs, UV-filtering film or glass for windows, etc.).

- ☐ No control of light exposure
- ☐ Use of light-saving controls and/or UV-filtering products in some exhibit/use areas
- ☐ Use of light-saving controls and/or UV-filtering products in most exhibit/use areas
- ☐ Use of light-saving controls and/or UV-filtering products in all exhibit/use areas

25. Does the temperature fluctuate more than ± 10 degrees F within a month in your collection STORAGE areas?

- ☐ Yes
- ☐ No
- ☐ Don't know

26. Does the humidity fluctuate more than $\pm 10\%$ within a month in your collection STORAGE areas?

- ☐ Yes
- ☐ No
- ☐ Don't know

27. How does your institution control pollutants in collection STORAGE areas? (Select one; if conditions vary, answer for the area in which the majority of your collection is stored)

- ☐ No pollutant control
- ☐ No central HVAC system, but individual units with filters (e.g., furnace, window a/c units)
- ☐ Central HVAC system with standard filters
- ☐ Central HVAC system with specialized filtration (e.g., multi-stage particulate filtration and/or gaseous filtration)

28. What does your institution's pest management program include? (Select all that apply, but if conditions vary within your institution, answer for the area in which the majority of your collection is stored)

- ☐ No pest management activities; limited housekeeping and maintenance
- ☐ Routine maintenance and housekeeping
- ☐ Preventive pest management techniques (e.g., elimination of water and food sources, sealing windows and doors)
- ☐ Routine pest monitoring using traps
- ☐ Examination of incoming collections for pests
- ☐ Preventive use of pesticides (e.g., periodic treatment whether or not there are signs of infestation)
- ☐ Use of pesticides to treat specific infestations
- ☐ Use of non-chemical methods to treat infestations (e.g., freezing)

6. Emergency Planning

29. Does your institution have a written emergency/disaster plan that includes the collection? (select one)

- ☐ Yes, it is updated every 12 months (or more frequently)
- ☐ Yes, but it has not been updated (or reviewed or revised) in the past 12 months
- ☐ No, but one is being developed
- ☐ No

30. If you have a written emergency/disaster plan, is your staff familiar with it and trained to carry it out? (select one)

- ☐ Have no written emergency plan
- ☐ Staff members have been given a copy of the plan, but no training sessions or exercises have been held
- ☐ Staff members have been trained to use the plan, and training sessions or exercises are held once per year or less frequently
- ☐ Staff members have been trained to use the plan, and training sessions or exercises are held more than once a year

31. What components are included in your written emergency/disaster plan? (select all that apply)

- ☐ Building evacuation plan
- ☐ Staff phone tree
- ☐ Emergency contact information (e.g., fire department, security company, facilities manager)
- ☐ Suppliers/services information (e.g., freezer storage, vacuum freeze drying)
- ☐ Collection salvage priorities
- ☐ Instructions for first response to common emergencies (e.g., fire, water)
- ☐ Instructions for collection salvage
- ☐ Insurance information
- ☐ Risk mitigation activities (assessing risks and taking action to reduce them, such as roof repair/replacement, installation of fire detection/suppression equipment, etc.)
- ☐ None of the above
- ☐ Do not have an emergency/disaster plan

32. Does your institution keep a kit of supplies for emergency salvage of collections onsite? (select the answer that best applies)

☐ No

☐ Yes, the kit provides basic supplies for responding to minor damage to collections (e.g., mops, buckets, sponges, gloves, plastic sheeting)

☐ Yes, the kit provides supplies for responding to significant damage to collections (e.g., includes some boxes for packing out collections, freezer paper, absorbent paper, flashlights, scissors, tape, wet-vacuum, portable fans, etc.)

☐ Yes, the kit provides supplies for responding to major damage to collections (e.g., supplies as noted above, but larger amounts)

33. Are copies of records essential to resuming institutional services (e.g., inventory or catalog of collections, insurance policies, financial and administrative records) stored offsite, at a location that is more than 25 miles away? (select one)

☐ Yes

☐ Some, but not all

☐ No

☐ Do not have copies

34. Are emergency backups of all unique electronic data (e.g., digital collections, cataloging data, administrative data) maintained regularly and stored off-site, at a location that is more than 25 miles away? (select one)

☐ Yes

☐ Some, but not all

☐ No

☐ Do not hold unique electronic data

35. What type of fire protection equipment is in use in your institution?

☐ None

☐ Manual fire alarms and fire extinguishers

☐ Manual fire alarms, fire extinguishers, and automated fire detection system; no fire suppression system

☐ Manual fire alarms, fire extinguishers, automated fire detection system, and automated fire suppression system (e.g., sprinklers) monitored 24 hours a day by an off-site service provider

36. What security methods does your institution employ to help prevent theft or vandalism of the collection? (select the answer that best applies)

☐ None

☐ Alarms on doors and/or windows, but no off-site 24 hour monitoring

☐ Security system that is monitored 24 hours a day by an off-site service provider

☐ Security system that is monitored 24 hours a day by an off-site service provider, plus on-site guards or security staff/patrols

7. Collections Care

37. How much future collection growth can your institution's current storage space accommodate safely and properly?

☐ None

☐ 1-2 years

☐ 3-5 years

☐ 6-10 years

38. Does your institution have sufficient appropriate storage furniture (e.g., shelving, drawers, map cases, cabinets) for its collections? (select one)

☐ No, for none of the collections

☐ Yes, for some collections

☐ Yes, for most collections

☐ Yes for all collections

39. Do your institution's exhibit mounts/supports and exhibit cases meet preservation recommendations (e.g., are they constructed from materials that will not damage collections and that properly support the items being exhibited?) (select one)

☐ No

☐ Yes, for some exhibited collections

☐ Yes, for most exhibited collections

☐ Yes, for all exhibited collections

☐ Not applicable

40. What collections in your institution are in need of rehousing using preservation quality (e.g., chemically stable and physically durable) materials? Depending on the type of collection, rehousing might include placing collections in enclosures, folders, boxes, trays, or drawers; storing collections on specialized shelves, racks, and/or cabinets; and cushioning, supporting, or mounting collections for storage.

	All	Most	Some	None	Not applicable
Books and Bound Volumes (monographs, serials, newspapers, scrapbooks, albums, pamphlets)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analog Moving Image Collections (motion picture film, videotape)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analog Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Art Objects (paintings, prints, drawings, sculpture, decorative arts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Historic and Ethnographic Objects (textiles, ceramics, glass, ethnographic artifacts, metalwork, furniture, domestic artifacts, technological and agricultural artifacts, medical and scientific artifacts, transportation vehicles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Archaeological Collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natural Science Non-Living Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

41. Does your institution instruct patrons about proper handling and use of collections, where appropriate? (select one)

☐ Yes, verbal instructions are provided

☐ Yes, written instructions are provided

☐ No

☐ Not applicable

42. Does your institution have a routine program for cleaning collections? (select one in each row)

	Yes	No	Not applicable
Stack cleaning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleaning of exhibits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleaning of collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

43. Indicate conservation treatment activities undertaken by your institution. (Select all that apply)

	Done by institution staff (including parent institution)	Done by external provider	Not done	Not applicable
Preventative conservation (e.g., basic repair or stabilization using preservation quality supplies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specimen preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatment by a professional conservator (e.g., treatment beyond basic stabilization or basic repair)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

44. Does your institution reformat collections for preservation? (Select all that apply)

	Done by institution staff (including parent institution)	Done by external provider	Not done	Not applicable
Preservation photocopying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preservation microfilming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital scanning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copying AV materials or migrating them to new formats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

45. Do your collections include digital content (computer based representation of text, numbers, images, and/or sound, e.g., optical discs, Web sites, electronic books)? (select one)

☐ Yes

☐ No

☐ Don't know

46. If your collections include digital content, does your institution have a responsibility to preserve this content over the long term? (select one)

☐ Yes

☐ No

☐ Don't know

☐ Not applicable; collections do not include digital content

47. If your collections include digital content that your institution has a responsibility to preserve over the long term, have arrangements been made to maintain access to this content over time? (select one)

☐ Yes, through in-house storage

☐ Yes, through off-site storage with a commercial provider

☐ Yes, through off-site storage with a provider that meets criteria for a trusted digital repository

☐ No, arrangements have not been made to maintain access over time

☐ Don't know if arrangements have been made

☐ Not applicable; no responsibility for preservation of digital content

48. Overall, what collections do you believe are at risk in your institution? (Select one choice in each row; if your institution does not hold a type of collection, select Not Applicable)

	Low Risk	Medium Risk	High Risk	Not Applicable
Books and Bound Volumes (monographs, serials, newspapers, scrapbooks, albums, pamphlets)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Unbound Sheets (archival records, manuscripts, maps, oversized items, ephemera, broadsides, philatelic and numismatic artifacts, other paper artifacts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photographic Collections (microfilm, microfiche, photographic prints, negatives, slides, transparencies, daguerreotypes, ambrotypes, tintypes, glass plate negatives, lantern slides)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analog Moving Image Collections (motion picture film, videotape)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital Moving Image Collections (laser disc, CD, DVD, minidisk)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Analog Recorded Sound Collections (cylinder, phonodisc, cassette, open reel tape)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital Recorded Sound Collections (DAT, CD, DVD, MP3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Digital Data Collections (floppy discs, CD-R, DVD-R, data tape, online collections)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Art Objects (paintings, prints, drawings, sculpture, decorative arts)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Historic and Ethnographic Objects (textiles, ceramics, glass, ethnographic artifacts, metalwork, furniture, domestic artifacts, technological and agricultural artifacts, medical and scientific artifacts, transportation vehicles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Archaeological Collections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Natural Science Non-Living Specimens (zoological, botanical, geological, paleontological, paleobotany specimens)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Historic Structures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Expenditures and Funding

49. What was your institution's total annual operating budget [of the entity indicated in section 1, question 1] for the most recently completed fiscal year? (select one)

- ☐ Less than \$10,000
- ☐ \$10,000 to 50,000
- ☐ \$50,000 to 100,000
- ☐ \$100,000 to 500,000
- ☐ \$500,000 to 1,000,000
- ☐ \$1,000,000 to 5,000,000
- ☐ \$5,000,000 to 10,000,000
- ☐ \$10,000,000 or more

50. Do you have funds specifically allocated for conservation/preservation activities in your annual budget? (select one)

- ☐ No
- ☐ No specific line-item in budget, but other budgeted funds are available for basic supplies
- ☐ No specific line-item in budget, but other budgeted funds are available for supplies and/or services, and there is occasional supplemental funding from grants
- ☐ Yes, there is a line-item for conservation/preservation activities in the budget, and funds are supplemented periodically by funding from grants

51. For the most recently completed fiscal year, what was your institution's annual budget for conservation/preservation? (Include any funds used for preservation activities, such as staffing, supplies, equipment, surveys, treatment, reformatting, etc. Include grants and any other temporary funding. Provide an estimate if necessary.)

Annual budget for conservation/preservation in the most recently completed fiscal year

Indicate most recently completed fiscal year (e.g., FY2007, FY2008)

52. If you have applied for a grant within the last three years, from which of the following external sources have you received funding that you have used to support conservation or preservation activities? (select all that apply)

- ☐ Federal - Institute of Museum and Library Services (IMLS)
- ☐ Federal - National Historic Publications and Records Commission (NHPRC)
- ☐ Federal - National Endowment for the Humanities (NEH)
- ☐ Federal - other
- ☐ State
- ☐ Corporation or company
- ☐ Foundation
- ☐ Individual or private philanthropist
- ☐ Friends group
- ☐ Not applicable; the institution did not apply for a grant within the last three years
- ☐ Other (please specify)

53. If your institution did not make a grant application for conservation/preservation funding from any public or private source in the last 3 years, which of the following factors influenced the decision not to apply? (select all that apply)

- ☐ Not aware of appropriate funding sources
- ☐ Lack of staff time or expertise to complete application or administer project
- ☐ Additional project planning or preparation necessary before requesting grant funds
- ☐ Conservation/preservation not an institutional priority
- ☐ Currently have sufficient sources of funding
- ☐ Have applied for grant(s) from external sources in the past but have been unsuccessful
- ☐ Not applicable; the institution has applied for grant funding in the last three years
- ☐ Other (please specify)

9. Advocacy and Training

54. Do you promote awareness of conservation/preservation activities using the following?

	Yes	No	Not applicable
Educating donors and/or trustees about preservation activities (e.g., in tours, demonstrations)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presenting preservation activities to members' or friends' groups (e.g., in educational programming, printed/promotional materials)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Highlighting preservation activities in exhibitions or other programs for the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Serving as a source for conservation/preservation information to the public (e.g., responding to queries)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using conservation/preservation as part of a strategy for earned income (e.g., selling archivally safe materials in shop, providing conservation on a fee-for-service basis)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Featuring preservation work on Web site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

55. What resources do you currently use to learn more about preservation/conservation? (select all that apply)

- ☐ Other collecting institutions
- ☐ Preservation web sites
- ☐ Other online resources (e.g., blogs, listservs, wikis, discussion lists)
- ☐ Books
- ☐ Articles
- ☐ Professional conferences
- ☐ Preservation workshops
- ☐ State or regional preservation offices/organizations
- ☐ Other (please specify)

56. In a typical year, does your budget include funding for staff attendance at training sessions/workshops/conferences on specific preservation/conservation topics? (select one)

- ☐ Never
- ☐ Yes, occasionally
- ☐ Yes, but limited based on yearly budget
- ☐ Yes, funding is readily available

57. What types of training have staff members at your institution attended in the past? (select all that apply)

	Face-to-face training	Online training
Full day	€	€
Partial day (more than 2 hours)	€	€
1-2 hours	€	€
No training	€	€

58. What types of training would your institution be interested in pursuing in future? (select all that apply)

- ☐ Conferences/professional meetings
- ☐ Self-directed online courses
- ☐ Live facilitated online courses
- ☐ Face-to-face full day workshops
- ☐ Face-to-face partial day workshops (9am-12pm)
- ☐ Face-to-face partial day workshops (10am-3pm)

Other (please specify)

10. Respondent Information

To be completed by the lead person completing or coordinating the survey. This information will be used only if we need to clarify a response. We will keep this information, like all the information you provided in this survey, completely confidential. Only aggregate data will be reported. Your individual responses will never be published or identified by us or any other organization cooperating in this project.

59. Information about the lead person completing or coordinating survey (will remain confidential)

Name	<input type="text"/>
Title	<input type="text"/>
Phone number	<input type="text"/>
Fax number	<input type="text"/>
Email address	<input type="text"/>
Brief description of preservation responsibilities	<input type="text"/>

60. Did more than one person complete this survey?

☐ Yes

☐ No

61. May we have permission to include the name of your institution in a published list of survey participants? Your survey responses will not be linked to your name; results will be reported only in aggregate.

☐ Yes

☐ No

62. From the choices provided, what do you feel are your institution's three highest preservation/conservation needs?

Preservation/Conservation Need

First priority	<input type="text"/>	<input type="button" value="▼"/>
Second priority	<input type="text"/>	<input type="button" value="▼"/>
Third priority	<input type="text"/>	<input type="button" value="▼"/>

11. Conclusion

You have now completed the Georgia Healthy Collections Initiative Survey. Thank you very much for your participation.